

Electronic Recording Delivery System Acknowledgment of Responsibilities

EMPLOYEE _____ **EMPLOYED BY:** ☐ **COUNTY RECORDER**
(Print Name) ☐ **AUTHORIZED SUBMITTER OR AGENT**
☐ **VENDOR OF ERDS SOFTWARE**

The Electronic Recording Delivery Act of 2004 authorizes a county recorder, upon approval by resolution of the Board of Supervisors and system certification by the ERDS Program, to establish an Electronic Recording Delivery System for the delivery, and, when applicable, return of specified digitized and digital electronic records that are an instrument of real estate transactions, subject to specified conditions, including system certification, regulation and oversight by the ERDS Program.

ERDS users shall comply with the California Code of Regulations, Title 11, Division 1, Chapter 18, Articles 1 - 9 governing the use of an ERDS and the County Recorder's ERDS operating procedures relating to the appropriate use of the ERDS.

ERDS users are responsible for taking the appropriate steps to secure their ERDS password. General requirements for your password are:

- Do not share your password with anyone.
- Do not convey your password to anyone via telephone, e-mail, verbally, etc.
- Do not insert your password into e-mail messages or other forms of electronic communications where the password is in clear, readable text that can be read by someone else or posted where it can be compromised.
- Do not write down your password and store it anywhere in your work area (i.e., taped to the bottom of the keyboard, under the front of the monitor, in a desk drawer, under the desk itself, etc.) where it can be compromised. Store your password in a secure location.
- Do not talk about your password in front of other people.

You will be held accountable if you fail to comply with the password policy and protection standards. If you suspect that your account or password was compromised, report the incident to your supervisor.

Any individual who is responsible for misuse may be subject to having access to the ERDS terminated or suspended by the ERDS Program.

I have read the above and understand regarding the use of the ERDS. This document will be kept in my personnel folder or pertinent file subject for review during local inspections.

Signature: _____ Date: _____